

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 9, 2015**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Anna Eddy, Patty Foley, Iris Larsson, Kris Nasinnyk, Neil Ryan, Diane Stamm, Judy Igielski, LeeAnn Manke, Maureen O'Connor Lyons, Ellen Vessella

**BOARD MEMBERS ABSENT**

Dennis Doyle, Pauline Kruk, Pam Raynock

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS ABSENT**

Clarke Castelle  
David Nagel

**FRIENDS**

Philip DesJardins

**CALL TO ORDER**

The meeting was called to order by Anna Eddy at 7:00 PM.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy stated that she has added names to her list of people from the Legacy Society and other donators to send Library information.

**IV. APPROVAL OF MINUTES**

Anna made amendments in **bold** to the following two paragraphs from the February minutes:

Anna reported that an email address is needed to accept donations electronically. **There is an established email address for Board use - librarytrustees@newingtonct.gov. A request has been submitted for a new domain name** would have to be purchased and it could be librarytrustees@lucyrobbinswelleslibrary.org. Maureen suggested tabling this until the March meeting so that Iris and Patty, who have spearheaded this, can discuss it further.

Anna commented that at the presentation to the Town Council on January 13<sup>th</sup>, a timeline was established at the Board's **January 12** meeting with Anna providing a three minute introduction, followed by a PowerPoint presentation by Maureen and Lisa for 30 minutes,

followed by David King from Kaestle Boos with a 10 minute presentation, and ending with a six minute closing remark by Anna. This all went according to plan and seemed to be well received. At the conclusion of this presentation, Anna stated that Judy sidelined everyone by referring to the addenda, and Anna thought that this undermined everything that was stated in the presentation. Anna stated that if Judy felt strongly about being part of the presentation, then this should have been discussed at the **January** Board meeting. Judy responded that this was not her intention and she apologized if Anna felt sidelined, however she feels that various Board members feel that they are not privy to what is going on. Anna stated that nothing is being kept from any Board member; all committees report about their specific meetings at the Board meetings and nothing is held back.

Patty asked for a clarification of the minutes under the Update of February PEP Meeting. It stated: "Several names of men at the corporate level were discussed for open Board positions." It was explained to her that it meant that several men were being considered for the corporate position on the Board.

**MOTION: Diane Stamm made a motion to accept the minutes of February 19, 2015 as amended, Neil Ryan seconded the motion, and the motion to accept the minutes of February 19, 2015 was unanimously approved with a 6-0 vote, there were five abstentions.**

#### **V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Anna reviewed the Annual Activities Calendar and for the month of March which included 5K Race Donations, the budget process, and the Hanel Concert. Unfortunately there will not be a Hanel Concert this year as there is no venue to hold this event. Anna contacted Eversource regarding a sponsorship of the 5K Race. She was informed that they do not do sponsorships of that nature, but if there was a team to sponsor, they would match the donations dollar for dollar. Anna suggested that a Trustees Team be formed in order to get this matching donation.

#### **VI. TREASURER'S REPORT**

Iris reported that she is all caught up from her month away. She was asked for an update of accounts: Santander CD \$5,500, checking \$6,000, Everbank \$73,000.

#### **VII. LIBRARY DIRECTOR'S REPORT**

Lisa reported on personnel matters; two internal candidates will be interviewed for Jen Hebert's part-time position soon. The full time children's position had 74 applicants as of the closing date last week; an outside panel will conduct the first round of interviews for this position. With regard to frozen pipe issues, they are not quite resolved, but a space heater has been placed in the bathroom room to help this issue. A LEGO program was held last Sunday with 30 4 to 7 year olds. Lisa commented that Michelle Royer is doing a great job and just finished her first Footnotes assignment where she made all the information available. Michelle is working with the Friends on a raffle where three prizes will be awarded; the main prize will be a homemade quilt, the second prize a Samsung Tablet, and a third prize an Outback Gift Certificate. The weather has impacted some statistics; website use is up, but program attendance is down. All study rooms have been outfitted with white boards. Lisa distributed a copy of State Librarian's Ken Wiggins' testimony to the Connecticut Legislature regarding budget cuts.

## **VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen reported that the RFID project continues and a few more volunteers have signed up to assist. Because there are so many volunteers, a shared calendar has been created. Fiction is complete, Mystery is in the process of completion, and Non-Fiction will be next. The Circulation Desk tags everything that comes back that needs to have an RFID tag. Karen reiterated Lisa's comments about the fantastic job that Michelle Royer is doing. Michelle was able to obtain CCSU Professor Gil Gigliotti as a speaker for the Friends' June 10<sup>th</sup> Annual Meeting.

## **IX. FRIENDS OF THE LIBRARY**

### **1. Phil DesJardins Report**

Phil DesJardins reported that the Wine & Cheese Social had the exact same number of people in attendance as last year, and raised approximately the same amount of money. The Book Sale is scheduled for May 1, 2, and 3, 2015. The non-bake sale fundraiser continues to bring in money. The Friends will be at the Newington Chamber's Home and Business Showcase on March 21<sup>st</sup>.

### **2. Board Liaison Report**

Judy attended the Friends' February meeting. The Friends will be in attendance at the public hearing for the Library's budget on March 18<sup>th</sup>. Neil will attend the Friends' March meeting.

## **X. COMMITTEE REPORTS**

### **A. PEP (Planning, Evaluation, Policy)**

#### **1. Update of March PEP Meeting**

Kris reported that the PEP Committee met last Thursday and suspended all normal business to interview three candidates for the Library Board's corporate position. There were three excellent candidates who all brought some expertise: Michael Orzolek, Lloyd Lirio, and Steven Silvia. **MOTION: Kris Nasinnyk made a recommendation from the PEP Committee to offer Steven Silvia the Library Board's corporation position, Diane Stamm seconded the recommendation, all were in favor, and the recommendation was accepted with an 11-0 vote.** Kris commented that Michael Orzolek and Lloyd Lirio will both be contacted asking them to serve on Library committees and definitely hold their names for consideration in future open corporate positions on the Board.

### **B. Investment Committee**

#### **1. Update on Meeting with Investment Advisor**

Neil recommended that a meeting not be scheduled with Carol Pekrul-Miller, Investment Advisor, until mid to late April when the quarterly reports have been received.

### **C. House Committee**

Diane reported that the House Committee has nothing on the agenda for this year as monies need to build up in the Library's accounts. The building is in good shape and maintained very well. The building is insured under the Town's umbrella policy.

#### D. Facility and Site

##### 1. Future Plans

Maureen commented that Patty sent an email to the Board regarding the Town Council's March 3<sup>rd</sup> meeting and how there was no mention of the Mayor's comments about a Library Building Committee that Clarke Castelle mentioned at the Library's February 19<sup>th</sup> meeting. The Town Council's March 3<sup>rd</sup> meeting was to set an agenda. The Library has been made aware that Mayor Woods gave instructions to Town Manager Salomone to do a feasibility study and appoint a Library Building Committee.

An architect's drawing of the Town Hall renovation plan was distributed to the Library Board. This is just a concept and not written in stone. There was discussion on the various areas of the building and what departments were assigned what spots. There was talk about having an auditorium at the Library since the architect's plans do not show an auditorium. Maureen asked to go on record by stating that before any building committee is formed, she is totally opposed to an auditorium at the Library.

#### E. Fund Development/Legacy Society

Pauline was not in attendance.

#### F. Budget

##### 1. Budget Review with Town Council – March 18

Patty reported that the Library's budget was asked to cut \$53,000. Lisa explained that there will be a savings with personnel, therefore Thursday hours will not need to be cut, however Sunday hours will have to be cut, along with the materials budget, and the request to have 15 more hours per week for the pages – this was cut to an additional five hours per week for the pages. The Library has been open on Sundays for the last 17 years; the Board and the Friends paid the money for the first year of Sunday hours. Patty suggested letters and emails to the Town Council about the necessity of keeping Sunday hours. At the March 18<sup>th</sup> Town Council meeting Anna will have opening comments, Patty will follow up with the numbers, Lisa will be available for any questions, and Judy indicated that she has received many emails regarding the Library's budget and she would like to have those emails read into the Town Council's minutes. Kris commented that any discussion by the Board at this meeting should be given with facts, no negative or accusatory tone, but stressing the importance.

#### G. Technology

Paul had no report.

#### H. Nominating Committee

Maureen spoke with Dennis Doyle and according to the May 12, 2014 minutes, the Nominating Committee is made up of past and sitting presidents; this would be Dennis, Maureen, and

Anna. In April the Board will be asked who is interested in what officer position and committee assignments. As the By-Laws reflect, only corporate positions may hold an officer position. Kris indicated that the PEP Committee is looking at the By-Laws with regard to this section.

#### I. Communications Committee

Ellen was complimented on the letter that was recently published. Another letter has been sent to the media and hope to see that published soon. The Communications and PEP Committee will coordinate on a future letter.

### XI. OLD BUSINESS

#### A. Receiving Donations Electronically

The questions continued about this procedure. Town Board and Committees have emails that are used for business and they have a .gov address. There was concern that a .gov address cannot be used to accept payment or donations and the maintenance of these emails. The Board decided to table this issue again and ask the Town Attorney for an explanation about this process.

#### B. Town Hall Renovation Committee Update

This was discussed earlier when the architect's rendering was distributed to the Board.

### XII. NEW BUSINESS

Anna noted that on the Calendar of Events for November it will be time for the Staff Appreciation event that is held every two years.

Lisa commented that the Volunteer Breakfast is scheduled for April 23<sup>rd</sup> and the theme is Super Heroes.

Phil DesJardins commented that Friends member Ann Marino received the Town's Volunteer of the Year Award at the Town Council's February 24<sup>th</sup> meeting.

### XIII. PUBLIC PARTICIPATION

There was no Public Participation.

### XIV. ADJOURNMENT

**MOTION:** Iris Larsson made a motion to adjourn, Neil Ryan seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with an 11-0 vote at 9:08 PM.

The next Board of Trustees meeting is scheduled for Monday, April 13, 2015 at 7:00 PM.